COMMUNITY DEVELOPMENT COMMISSION MEETING

Tuesday, August 28, 2018
4:00 p.m. – 5 p.m.
500 Market Street; OAH Office

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes: July 26, 2018
5. Staff Report: CAPER (Jacqueline Beam)
6. CAPER Approval Request
7. Items from the Commission
8. Items from the Floor
9. Adjournment

Persons with disabilities in need of accommodations, contact the City Clerk’s office at 955-6520, five (5) working days prior to meeting date.
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**CITY OF SANTA FE**

**COMMUNITY DEVELOPMENT COMMISSION**

**MEETING**

*July 26, 2018*

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MINUTES OF THE
CITY OF SANTA FE
COMMUNITY DEVELOPMENT COMMISSION MEETING
Santa Fe, New Mexico
July 26, 2018

A meeting of the City of Santa Fe Community Development Commission was called to order by Councilor Renee Villarreal, Chair on this date at 3:05 p.m. at the Market Station Offices, 500 Market Street, Suite 200, Caboose Room, Santa Fe, New Mexico.

Members Present:
Councilor Renee Villarreal, Chair
Paul Goblet
Ken Hughes
Willie Marquez
John Padilla

Members Absent:
Carla Lopez
Olivia Moreno-Carlson, resigned

Staff Present:
Jacqueline Beam, Planner
Alexandra Ladd, Director, Office of Affordable Housing (via teleconference)

Others Present:
Jo Ann G. Valdez, Stenographer

APPROVAL OF AGENDA

MOTION: A motion was made by Commissioner Hughes, seconded by Commissioner Marquez to approve the agenda.

VOTE: The motion passed unanimously by voice vote.
APPROVAL OF MINUTES: May 16, 2018 CDC meeting and June 20, 2018 meeting

The following change was offered to the Minutes of the May 16, 2018 CDC Meeting:

Page 4, 4th paragraph from the bottom was changed to read: “He noted that Sharpeville, Mississippi is another place that they have done amazing ornate affordable housing/tiny houses.”

MOTION: A motion was made by Commissioner Padilla, seconded by Commissioner Hughes to approve the Minutes of the May 16, 2018 CDC meeting as amended.

VOTE: The motion passed.
(Commissioner Goblet recused himself from voting having been absent at the May 16, 2018 CDC meeting.)

*There was not a quorum present for the June 20th CDC meeting; therefore, an informational meeting was held, and approval of the minutes was not made.

STAFF REPORT: GENERAL FUND RFP AND CONTRACTS

The City of Santa Fe has a long history of contracting with local, nonprofit housing agencies to provide homeownership support services. These services include: homebuyer training and counseling; financial fitness coaching; refinancing; HECM counseling; home repair; and general homeownership support.

On June 25, 2018 RFP#18/54/P was published and two respondents submitted proposals. Both organizations have provided these services for the City over the last 25 years, with consistent, high-performing results. The Evaluation Committee met on July 16, 2018 and opted to continue funding both organizations. This way, the residents of Santa Fe have a choice of service providers for their homebuying and homeownership needs. In addition to offering the same programs, each organization offers services that are unique from the other. For instance, Homewise provides home repair and direct mortgage financing and the Housing Trust is a HUD-certified counseling agency for Home Equity Conversion Mortgages (HECM).

The funding amounts are broken down more or less proportionately to the numbers served by each organization.

The Committee further opted not to hold interviews with respondents (scheduled for July 18th) as the proposals were deemed comprehensive and thoroughly responsive to the requirements of the RFP.
Councilor Villarreal asked Ms. Ladd if she could explain the funding source for these.

Ms. Ladd said the funds come from the General Fund and the idea behind the “fees-for-services” contracts would be that they would support the administrative operations of the non-profits. The idea is to build the capacity of the community partners and help them expand, innovate and respond to emergent conditions. The City is helping support the organizations so that they can provide services.

Councilor Villarreal asked if the funds are budgeted in the Affordable Housing office budget.

Ms. Ladd said yes.

Councilor Villarreal asked if these funds are separate from the $100,000 that was budgeted for rental assistance.

Ms. Ladd said yes, that is correct.

Councilor Villarreal asked if the amount for this is the same every year.

Ms. Ladd said yes.

**GENERAL FUND CONTRACT ALLOCATION APPROVAL REQUEST**

(Copies of the responses to the Request for Proposals (RFP#18/54/P) were distributed in the Members’ packets. Copies are hereby incorporated to these Minutes as Exhibit “6”.)

The Evaluation Committee recommended and requested approval for funding RFP#18/54/P, “Homeownership Support Programs” from BU 12106 for the following vendors:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>FY2018-19</th>
<th>FY2019-20</th>
<th>FY2020-21</th>
<th>FY2021-22</th>
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</thead>
<tbody>
<tr>
<td>Homewise</td>
<td>$190,000</td>
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<tr>
<td>The Housing Trust</td>
<td>$110,000</td>
<td>$110,000</td>
<td>$110,000</td>
<td>$110,000</td>
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Councilor Villarreal asked if there were any questions from the Commission.

Commissioner Goblet asked how many clients are served-how many clients does Homewise and The Housing Trust serve in a year’s time?

Ms. Ladd said this information is included in the RFP responses.
Commissioner Marquez asked if there were any other responses.

Ms. Beam said no, only two responses were received.

Ms. Beam asked Ms. Ladd if anyone other than The Housing Trust and Homewise apply in the past.

Ms. Ladd said no one else applied in 2014.

Commissioner Padilla said for full disclosure, he was part of the Evaluation Committee in the selection process.

Ms. Beam noted that Commissioner Padilla, and City staff members: Rich Brown of Economic Development, Roberta Catanach and herself were also part of the Evaluation Committee.

Commissioner Marquez asked if this is the full amount that has been set aside in the General Fund for this purpose.

Ms. Ladd said yes, the total amount ($300,000) was budgeted to support homeownership.

Commissioner Hughes asked if this approval is for all four years.

Ms. Ladd said no, the approval is for this year specifically and the contract is for one year.

**MOTION:** A motion was made by Commissioner Goblet, seconded by Commissioner Padilla to approve the Evaluation Committee’s recommendation for funding RFP#18/54/P, “Homeownership Support Programs” from BU 12106 for the following vendors:
Homewise FY2018-2019 $190,000
The Housing Trust FY2018-2019 $110,000

**VOTE:** The motion passed unanimously by voice vote.

**ITEMS FROM THE COMMISSION**

Councilor Villarreal said they have another date to co-host an open house, entitled Housing the Future: Housing for All”. She asked Ms. Beam for an update on this.

Ms. Beam said August 25th has been decided as the new date for the Open House. She said MPO and Economic Development have been talking about some ideas to make it more interesting and appealing for people to attend.
ITEMS FROM THE FLOOR

There were no items from the floor.

ADJOURNMENT

Its business being completed, Commissioner Padilla moved to adjourn the meeting, second by Commissioner Goblet, the meeting adjourned at 3:30 p.m.

______________________________
Councilor Renee Villarreal, Chair

Respectfully submitted by:

______________________________
Jo Ann G. Valdez, Stenographer